



## Horsforth Town Council

The Stables, 2 Church Road

Horsforth

Leeds

LS18 5LG

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Planning, Licensing and Traffic Committee

Thursday 24<sup>th</sup> April 2025

### AGENDA PACK

*Distribution: Cllrs R Hardcastle, D Brosnan, M Fletcher, G Garvani, A Goulden, E Hyndes*



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**Planning, Licensing & Traffic Committee Minutes  
Thursday 20<sup>th</sup> March 2025 at 7pm  
Horsforth Museum, 5 The Green, Horsforth, LS18 5JB**

**Present: In Chair** – Cllr Brosnan (Vice Chair)  
Cllrs M Fletcher, G Garvani, A Goulden, and E Hydes

**In attendance:** B. Crabtree – Clerk, Leeds West Despatch Correspondent

**PLT/24.137 Introduction from the Chairman**  
Cllr Brosnan welcomed all to the meeting.

**PLT/24.138 To receive apologies for absence and to consider the reason for the absence**  
Apologies were received from Cllr Hardcastle and reasons were approved.

**PLT/24.139 Declaration of Disclosable Pecuniary and other Interests**  
Cllr Brosnan declared an interest in Item PLT/24.146, premises Licence or Club Premises Certificate application and Cllr Hyndes declared an interest in Item PLT/24.143.2, application 25/01033/FU.

**PLT/24.140 To consider questions and comments from members of the public at the Chairman's discretion**  
The Horsforth correspondent for Leeds West Despatch was in attendance but had no comments.

**PLT/24.141 Minutes of the previous meetings**  
**Resolved** to approve the minutes of the meeting held on 13<sup>th</sup> February 2025 as an accurate record.

**PLT/24.142 Leeds City Council Planning Decisions**  
The planning decisions were noted. Additionally, Councillors observed that the committee had objected to planning application 24/06987/FU, citing the neighbourhood plan in their comments. Although Leeds City Council (LCC) had refused the application, they did not reference the neighbourhood plan in their decision.

**PLT/24.143 New Planning Applications**

- 143.1 To note the planning applications received since the meeting held on 13<sup>th</sup> February 2025 and the comments made by the Proper Officer whilst she had delegated powers to comment.**  
The comments submitted by the Proper Officer for recent applications were noted.
- 143.2 To consider and comment on planning applications received from Leeds City Council since the last meeting of the Committee.**  
**Resolved** to comment on the planning applications as per Appendix 1.

**PLT/24.144 Planning Appeals & Planning Appeal Decisions**  
No appeals to note.

### PLT/24.145 Planning Enforcement

No planning enforcements to note.

### PLT/24.146 Licensing Applications

The licensing applications were noted and there were no comments.

### PLT/24.147 Traffic

To consider and approve any action in relation to traffic issues, including the following:

#### 147.1 Complaints (if any)

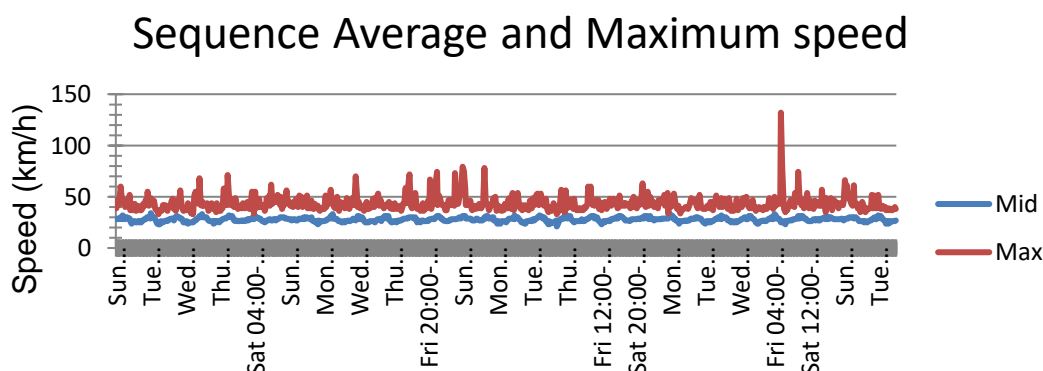
None to report.

#### 147.2 Traffic schemes (if any)

None to report.

#### 147.3 Speed indicator device (SID) updates and any data

Cllr Fletcher had provided the following data to councillors in advance of the meeting.



09 February 2025,20:00 - 11 March 2025,21:00							
Speed limit	50	km/h	Values	Vehicles	Vd[km/h]	Vmax[km/h]	V85 [km/h]
Speed violations	0.04	%	424389	47801	27	132	31
ADT	1591						
AYT	580715						

i. **To consider and agree a new location for the SID**

**Resolved** to move the SID to another location on Low Lane closer to the roundabout at a cost of £100.

ii. **To receive an update about borrowing a SID from LCC including approving the Risk Assessment**

**Resolved** that Cllr Brosnan will collect the SID from LCC and will carry out the speed checks alongside Cllr Goulden. The committee will request location suggestions at the upcoming Full Council meeting

### PLT/24.148 Leeds Bradford Airport (LBA)

To consider the following and agree any necessary action:

#### 148.1 Leeds Bradford Airport Consultative Committee

No update.

#### 148.2 Leeds Bradford Airspace Change – to receive and note updates (if any)

No update.

#### 148.3 Any other matters relating to LBA

It was noted that the public inquiry had been adjourned. Additionally, Cllrs discussed that the Town Council had previously been invited to visit the new terminal. The Clerk was asked to contact LBA to enquire about arranging a suitable time for the visit.

**PLT/24.149 Neighbourhood Plan.**

**To consider any updates and agree any necessary action including:**

**149.1 To receive an update from the Neighbourhood Plan working group**

Cllr Goulden had prepared a Neighbourhood Plan Preliminary Survey Results report and circulated it prior to the meeting. It was noted that 130 residents had completed the survey, with just over half of them being unfamiliar with the plan. It was agreed that the Town Council needs to increase publicity for the plan, and a poster will be created for this purpose. Concerns were raised regarding traffic and transport, which was highlighted as the fourth priority in the area, and this should be kept in mind.

It was also noted that the Communities & Environment (C&E) Committee is reviewing the community actions. The Clerk confirmed that an update will be provided shortly, as she is currently working through the actions with Cllr Gains. This will be added to the next Planning, Licensing, and Transport (PL&T) Committee agenda for further consideration.

All Councillors expressed their thanks to Cllr Goulden for the report.

**PLT/24.150 Leeds City Council Core Strategy and Site Allocation Plan**

No update.

**PLT/24.151 To consider matters requested by Councillors/Clerk and agree any necessary action:**

**151.1 To consider the expansion of external space at a restaurant on Town Street**

**Resolved** that Cllr Brosnan will speak to the owner of the restaurant and make them aware of the TCs concerns.

**PLT/24.152 To consider correspondence received and agree any necessary action:**

**152.1 To consider the Kirkstall Neighbourhood Development Plan**

**Resolved** that the TC thinks it is a valuable document for the Kirkstall community.

**PLT/24.153 Matters for information**

The Clerk noted the suggested sites map for the Leeds Local Plan 2040. Councillors raised concerns that the Town Council does not receive regular updates on this matter. The Clerk will contact LCC to address this issue.

**PLT/24.154 Items for future agenda**

- Community Actions including:
  - Restrictions on charity shops, betting shops & hairdressers.
  - Lobby LCC re Article 4 Direction extension
- Expansion of external space at a restaurant on Town Street
- Terms of Reference

**PLT/24.155 Date of the next meeting**

**Next meeting of the Committee: 24<sup>th</sup> April 2025**

**Deadline for agenda items: 14<sup>th</sup> April 2025**

The meeting date was noted, additionally, it was noted that the May meeting date is due to changed.

The meeting concluded at 8.21pm

*Distribution: Cllrs R Hardcastle, D Brosnan, M Fletcher, G Garvani, A Goulden, E Hyndes*

**Appendix 1 - Minute No. PLT/24.143.2 – comments on new planning applications**

Reference	Address	Proposal	HTC Response
<a href="#">25/01036/FU/NW</a>	15 The Avenue Horsforth Leeds	Garage conversion to the side into habitable room space, replacement of garage door with new door, small windows and rooflights	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/01033/FU</a>	211 Hall Lane Horsforth Leeds LS18 5EG	Single storey side extension and porch to the front	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/01221/FU/NW</a>	62 Rawdon Road Horsforth Leeds	Demolition of outbuilding and of existing conservatory to replace with single storey side/rear extension; single storey side extension; erection of a detached garage to rear	The Town Council objects to this development on the grounds that it is contrary to Policy BE1 of the Horsforth Neighbourhood Plan. The Neighbourhood Plan stipulates that any development should retain the distinctiveness of the architectural styles in the area. The Town Council believes that the development should be in keeping with the existing building and use sympathetic materials.
<a href="#">25/01130/FU/NW</a>	Southfield Calverley Lane Horsforth	Demolition of rear extension to form single storey side/rear extension with steps; Part two and single storey side/rear extension to other side, incorporating steps and second floor balcony with new door to side and glass balustrading; associated fencing to side	Horsforth Town Council neither supports nor objects to this application. The Town Council notes that there is no elevation document available to view.
<a href="#">25/01160/FU/NW</a>	62 St Margarets Road Horsforth Leeds	Demolition of existing extension and erection of a replacement single storey rear extension; Altered and new windows to front and sides	Horsforth Town Council neither supports nor objects to this application.

<a href="#">25/01148/FU/NW</a>	2 Brownberrie Avenue Horsforth Leeds	Demolition of garage and store to side; erection of two storey side extension; new open porch to front; outbuilding to rear	The Town Council objects to this development on the grounds that it is out of keeping with the area, its scale in relation to neighbouring properties, and its dominant location. The Town Council also notes that the development would obstruct the view for vehicles using the back lane.
<a href="#">25/01177/FU/NW</a>	2 Argyl Close Horsforth Leeds	Conversion and alterations of double garage to form habitable rooms; replacement of door and window with bi folding doors to rear; dormer window to rear	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/01274/FU/NW</a>	4 Rockery Croft Horsforth Leeds	Replace existing windows frames to front/rear of first floor flat	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/01305/FU/NW</a>	40 St Margarets Avenue Horsforth Leeds	Single storey rear extension; Raising of first floor roof height to the side, alterations to extend existing dormer to the rear; Refurbishment of existing roof, replacing and alterations to windows throughout.	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/01353/FU/NW</a>	73 Broadgate Lane Horsforth Leeds	Hip to gable loft conversion, with dormer window to the rear and two Velux windows to the front; Single storey side and rear infill extension, Garage conversion to the side, removal of existing garage door, replacing with a bay window and canopy to the front, to match existing canopy.	Horsforth Town Council neither supports nor objects to this application but notes that the proposed changes to the fabric of the building are substantial, particularly the dormer
<a href="#">25/01346/FU/NW</a>	33 Broadgate Lane Horsforth Leeds	New high level window to existing ground floor living room	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/01295/FU/NW</a>	58 Brownberrie Avenue Horsforth Leeds	Single storey side extension, including paving to side and steps and balustrade to rear	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/01402/FU/NW</a>	1A Park Grove Horsforth Leeds	Two storey rear extension; new canopy and entrance door to front; two new windows to other side at first floor	Horsforth Town Council neither supports nor objects to this application.

END OF DRAFT MINU

## Item 6

### Leeds City Council Planning Decisions 11.03.2025 – 15.04.2025

Reference	Address	Proposal	HTC Response	Decision
<a href="#">25/00788/FU/NW</a>	26 Riverside View Horsforth Leeds	Retrospective application for garage conversion to habitable room space	Horsforth Town Council neither supports nor objects to this application.	Approved
<a href="#">25/00751/FU/NW</a>	162 Broadway Horsforth Leeds	Single storey rear extension; new obscure glazed ground floor window to rear	Horsforth Town Council neither supports nor objects to this application.	Approved
<a href="#">25/00668/FU/NW</a>	21 Far Reef Close Horsforth Leeds	Variation of Condition 2 (plans to be approved) to previously approved Planning Application 23/07295/FU (Part two storey part single storey side/rear extension, including balcony to side at first floor; single storey extension to front; conversion of existing garage to habitable room) to amend the approved drawings to allow revised plans, adding a modest corridor across the rear, at first floor level, to facilitate access and these updated drawings will also show the further reduced addition to the first floor rear and reduced overall ridge height of the first floor extension	Horsforth Town Council neither supports nor objects to this application.	Approved
<a href="#">25/00632/FU/NW</a>	3 Oliver Hi I Horsforth Leeds	Single storey side/rear extension and garage conversion to habitable room space	Horsforth Town Council neither supports nor objects to this application.	Approved



<a href="#">25/00578/FU/NW</a>	Vergers Cottage Town Street Court Horsforth	Detached garage to side	Horsforth Town Council neither supports nor objects to this application.	Refused- The Local Planning Authority considers that the proposal will impact on the root zone of the tree on site covered under a tree preservation order (Ref: 2003/60). This will have a detrimental impact not only on the protected tree but also the visual amenity of the area if the long-term health and viability of the tree was affected. The proposal is therefore contrary to policy GP5, LD1, N25 and LAND 2 of the UDP and with policies P10 and P12 of the Core Strategy and with the aims and intentions of the NPPF
<a href="#">25/00578/FU/NW</a>	Vergers Cottage Town Street Court Horsforth	Detached garage to side	Horsforth Town Council neither supports nor objects to this application.	Refused- The Local Planning Authority considers that the proposal will impact on the root zone of the tree on site covered under a tree preservation order (Ref: 2003/60). This will have a detrimental

				impact not only on the protected tree but also the visual amenity of the area if the long-term health and viability of the tree was affected. The proposal is therefore contrary to policy GP5, LD1, N25 and LAND 2 of the UDP and with policies P10 and P12 of the Core Strategy and with the aims and intentions of the NPPF
<a href="#">25/00269/FU/NW</a>	Part garage conversion to habitable room space	Horsforth Town Council neither supports nor objects to this application.	Approved	26.03.2025
<a href="#">25/00111/FU/NW</a>	43 Hunger Hills Avenue Horsforth Leeds	Conversion of existing garage to habitable accommodation with extension over existing garage; single storey front extension; alterations to window and door openings; removal of rear chimney and alterations to existing front driveway.	Horsforth Town Council neither supports nor objects to this application.	Approved
<a href="#">24/06217/FU</a>	The Meadows North Road Horsforth Leeds LS18 5HG	Demolition of existing rear extension; construction of single story side and rear extension with addition of rooms to first floor; roof alterations including gable roof to front; dormer windows to side and rear; new rooflights; change of use of adopted highway to private highway (shared)	Horsforth Town Council neither supports nor objects to this application.	Approved

<a href="#">24/06423/FU</a>	4 Greenbanks Close Horsforth Leeds LS18 5SA	Single storey extension to side and rear, incorporating new garage; new window to side elevation at ground floor; demolition of existing conservatory; solar panels to rear	Horsforth Town Council neither supports nor objects to this application.	Approved
<a href="#">24/06873/FU/NW</a>	Convert garage to habitable accommodation and increase roof height	Horsforth Town Council neither supports nor objects to this application.	Approved	25.03.2025
<a href="#">25/00093/FU/NW</a>	37 Victoria Crescent Horsforth Leeds	Gable wall side extension with dormer window to rear and roof light to front	Horsforth Town Council neither supports nor objects to this application.	Approved
<a href="#">25/00240/FU/NW</a>	Demolition of conservatory and detached garage; construction of two storey side extension; part two storey, part single storey rear extension; associated landscaping including patio area to rear	Horsforth Town Council neither supports nor objects to this application.	Approved	13.03.2025
<a href="#">25/00117/FU/NW</a>	Conversion involving internal alterations to through terrace property to form two back to back terrace properties	Horsforth Town Council neither supports nor objects to this application.	Approved	12.03.2025
<a href="#">25/00255/FU/NW</a>	249 New Road Side Horsforth Leeds	Change of use from residential (use class C3) to dental premises (use class E(e))	Horsforth Town Council neither supports nor objects to this application.	Approved
<a href="#">25/00355/FU/NW</a>	3 Brownberrie Crescent Horsforth Leeds	Conservatory to be removed to rear and replaced with single storey rear extension	Horsforth Town Council neither supports nor objects to this application.	Approved
<a href="#">25/00287/FU/NW</a>	1 Hall Park Rise Horsforth Leeds	First floor and single storey extension to front/side; new pitched roof over existing garage; replacement of door with french doors and replacement of french door with one window to rear	Horsforth Town Council neither supports nor objects to this application.	Approved

<a href="#">25/00401/LI/NW</a>	57 Long Row Horsforth Leeds	Listed Building application for conversion of detached garage to habitable rooms, incorporating increased ridge height	Horsforth Town Council neither supports nor objects to this application.	Approved
<a href="#">25/00951/FU/NW</a>	8 Newlay Wood Close Horsforth Leeds	Demolition of garage and extension; new single storey side extension and porch to rear	Horsforth Town Council neither supports nor objects to this application.	Approved
<a href="#">25/00820/FU/NW</a>	38 St Margarets Avenue Horsforth Leeds	Demolition of conservatory; construction of single storey rear extension; new first floor extension to side, above existing garage; new door and window to side	Horsforth Town Council neither supports nor objects to this application.	Refused: The proposed first floor side extension, presents an incongruous form of development to this dwelling, due to its design, forms, and projection, a l of which fails to appear subordinate upon the host property and the wider street scene. The proposal does not respect the design and form of the host property. This would therefore be detrimental to the character of the host property and the wider street-scene. As such the proposal conflicts with the adopted Core Strategy (2019) Policy P10 and saved Leeds UDP Policies GP5 and BD6, together with Policy HDG1 in the City

				Councils adopted Householder Design Guide and guidance within the National Planning Policy Framework
<a href="#">25/00684/FU/NW</a>	35 West End Rise Horsforth Leeds	Two storey extension to front, with feature glazing; single storey rear extension with flat roof; new windows to rear at first floor, each with juliet balcony; demolition of existing rear extension; existing dormer window roof to front to be replaced with flat roof and rendered black; a l elevations of the dwelling be rendered white	Horsforth Town Council neither supports nor objects to this application.	Refused: The Local Planning Authority considers that the proposed front extension and alterations on the façade collectively, presents an incongruous form of development to this dwelling, due to its design, forms, and detailing of windows, a l of which fails to appear subordinate upon the host property. The proposed alterations and extensions do not respect the design and architectural detailing of the host property and the street scene. This would therefore be detrimental to the character of the host property and the wider street-scene. As such the proposal conflicts with the adopted

				Core Strategy (2019) Policy P10 and saved Leeds UDP Policies GP5 and BD6, together with Policy HDG1 in the City Councils adopted Householder Design Guide and guidance within the National Planning Policy Framework
<a href="#">25/00939/FU/NW</a>	6 Brodrick Drive Horsforth Leeds	Single storey side extension	Horsforth Town Council neither supports nor objects to this application.	Approved
<a href="#">25/01036/FU/NW</a>	15 The Avenue Horsforth Leeds	Garage conversion to the side into habitable room space, replacement of garage door with new door, small windows and rooflights	Horsforth Town Council neither supports nor objects to this application.	Approved
<a href="#">25/01033/FU</a>	211 Hall Lane Horsforth Leeds LS18 5EG	Single storey side extension and porch to the front	Horsforth Town Council neither supports nor objects to this application.	Approved

### Item 7.1

#### Leeds City Council Planning Applications since 20<sup>th</sup> March 2025 and the comments made by the Proper Officer with delegated powers.

Reference	Address	Proposal	HTC Response
<a href="#">25/01560/FU/NW</a>	Station House Calverley Lane Horsforth	Single storey infill extension with roof lights	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/01414/FU/NW</a>	4 Church Grove Horsforth Leeds	Demolition of existing single storey side extension; demolition of existing rear conservatory; replaced with two storey side extension/dormer windows to front/rear and single storey rear extension with roof light	Horsforth Town Council neither supports nor objects to this application.
<a href="#">25/01140/FU/NW</a>	1 Brodrick Drive Horsforth Leeds	Erection of porch to front	Horsforth Town Council neither supports nor objects to this application.

## Item 7.2

### Leeds City Council Planning Applications to consider.

Reference	Address	Proposal
<a href="#">25/00926/LI/NW</a>	Low Hall Barns Low Hall Road Horsforth	Listed Building Application for change of use of two barns to a dwelling house with garage (Use Class C3)
<a href="#">25/00925/FU/NW</a>	Low Hall Barns Low Hall Road Horsforth	Change of use of two barns to a dwelling house with garage (Use Class C3)
<a href="#">25/01817/FU/NW</a>	Aire Cottage 1 Fleet Thro Road Horsforth	Single storey infill extension and canopy to front
<a href="#">25/01791/FU/NW</a>	11 Broadgate Crescent Horsforth Leeds	Two storey side/ rear extension
<a href="#">25/01892/FU/NW</a>	14 Beech Avenue Horsforth Leeds	First floor side extension
<a href="#">25/01573/FU/NW</a>	8 Manor Road Horsforth Manor Care Home Horsforth	Retrospective application for installation of freestanding air source heat pumps to side/rear, incorporating retaining walls and fencing to form enclosure
<a href="#">25/01838/FU/NW</a>	9 Newlay Wood Drive Horsforth Leeds	Single storey rear extension with new patio area and raised steps
<a href="#">25/01898/FU/NW</a>	51 Woodside Park Drive Horsforth Leeds	Single storey front extension and erection of a canopy roof to front; part two and single storey side/rear extension forming first floor extension over existing single storey element; reinstatement of integral garage; amendments to windows and doors at rear
<a href="#">25/01908/FU/NW</a>	4 Brodrick Gardens Horsforth Leeds	Single storey rear extension linking to existing garage
<a href="#">25/01821/FU/NW</a>	90 New Road Side Horsforth Leeds	Replacement shop front
<a href="#">25/02123/FU/NW</a>	26 Newlay Lane Horsforth Leeds	Single storey side and rear extension, Raising roof height with dormer windows to front and rear
<a href="#">25/01924/FU/NW</a>	Lomond Scotland Lane Horsforth	Existing vehicle access entrance to be closed off; construction of new vehicle entrance with gates and dropped kerb; existing stone gate posts to be relocated to new opening
<a href="#">25/02035/FU/NW</a>	8 Rose Terrace Horsforth Leeds	Part two storey part single storey rear extension

<a href="#">25/01971/FU/NW</a>	28 Woodside Park Drive Horsforth Leeds	Alterations to existing roof, including raising of roof height and dormer windows to the front and rear to form conversion of loft into habitable room; Extending existing porch to the front; Additional side window to the first floor
<a href="#">25/01920/FU/NW</a>	238 West End Lane Horsforth Leeds	Removal of existing detached garage; porch to front; part single, part two storey extension to rear; two storey extension to side
<a href="#">25/01944/FU/NW</a>	4 Church Crescent Horsforth Leeds	Demolition of existing garage to the side; Two storey side extension, including a dormer window to the front and rear, and single storey rear extension
<a href="#">25/02130/FU/NW</a>	240 West End Lane Horsforth Leeds	Porch to front with pitched roof
<a href="#">25/02083/FU/NW</a>	204 Stanhope Drive Horsforth Leeds	Demolition of rear extensions; single storey front porch extension; single storey rear extension; addition of a window to side
<a href="#">25/02043/FU/NW</a>	14 Brownberrie Crescent Horsforth Leeds	Demolition of existing dormer and associated roofing to form first floor side extension; Part demolition of existing single storey element to form single storey rear extension and stairs; Amendments to fenestration including replacement windows to side



**Item 8**  
**Planning Appeals & Planning Appeal Decisions after 20.03.2025**

Application number	Address location	Details	HTC comments on application	Appeal ref	Procedure
<a href="#">24/07216/FU</a>	15 Woodway Drive Horsforth Leeds LS18 4HZ	Loft conversion with dormer window to the rear	Horsforth Town Council neither supports nor objects to this application.	<a href="#">APP/N4720/D/25/3362966</a>	Fast track written rep
<a href="#">24/06987/FU</a>	231 Hall Lane Horsforth Leeds LS18 5EG	231 Hall Lane Horsforth Leeds LS18 5EG Construction of detached garage with attached car port; sliding gate to existing vehicular access, new pedestrian access with gate to existing stone boundary wall; new stone wall with pedestrian gate within site	The Town Council objects to this development on the basis that it is contrary to policy BE1 of the Horsforth Neighbourhood Plan. Hall Lane is considered an important character area, and the Neighbourhood Plan states that any development should respect important views, and retain the distinctiveness of the varied architectural styles. The proposed structure, by its design and construction, would be inappropriate for this site and would impact the distinctiveness of the area.	<a href="#">APP/N4720/D/25/3362878</a>	Fast track written rep
<a href="#">24/07095/FU/NW</a>	31 Breary Avenue Horsforth Leeds LS18 5QH	Single storey extension to side and north east elevation including new canopy	Horsforth Town Council neither supports nor objects to this application.	<a href="#">APP/N4720/D/25/3363522</a>	Fast track written rep

<a href="#">24/04691/FU</a>	P Murray The Meadows North Road Horsforth Leeds LS18 5HG	Side and rear extensions; hip to gable roof alteration, the addition of front, side and rear dormers and various fenestration changes; change of use of adopted highway to private highway (shared)	Horsforth Town Council neither supports nor objects to this application.	<a href="#">APP/N4720/W/25/3363977</a>	Written rep
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#### Item 10 Temporary event notices

Reference	Address	Event dates	Activities	Activities dates & times	Last date for representations	Notice type/comments
TEN/005229	Yarnbury RUFC, Brownberrie Lane, Horsforth, Leeds, LS18 5HB,	17/07/2025 - 19/07/2025	The sale by retail of alcohol	17/07/2025 11-23.30  18/07/2025 11-23.30  19/07/2025 11.30 -23.30	26/03/2025	Normal Temporary Event Notice - Notice Accepted  Comments - A beer and music festival to raise funds for Yarnbury RFC and local charities

**Premises Licence or Club Premises Certificate applications**

<b>Reference</b>	<b>Premises name and address</b>	<b>Application type</b>	<b>Description of application</b>	<b>Last date for representations</b>
PREM/05404/002	Hoc Loco Ltd, 100 New Side Road, Horsforth	Minor variation	Amendments to the layout of the premises detailed in the plan attached. The extending of licensable area to include an outdoor seating space to the front of the property. This will be the Street café area and will be for consumption only.	07.04.2025

### **Item 13 Neighbourhood Plan**

Cllr Goulden has proposed the following information for item 13.1.i:

As agreed at previous NPWG meetings, Cllr Goulden would like to request that all uses of the Neighbourhood Plan by LCC be recorded going forward.

The Town Council should keep a record of this even in cases where the PL&T Committee did not refer to the policy in their response to a planning application, as this may highlight areas where the Neighbourhood Plan policies need to be adjusted in a future review.

If this monitoring is not carried out by the Town Council, there is a risk that the Neighbourhood Plan Working Group (NPWG) will need to complete the work retrospectively — a task that would be both substantial and impractical.

### **Item 15.2. - PL&T Committee Terms of Reference**

PL&T Committee Terms of Reference recommendation by Cllr Goulden:

Cllr Goulden asked for the PL&T Committee TOR Amendment to be added to the agenda as part of the last PLT meeting. He has suggested the following amendment for consideration of the committee.

The following applies to 15.c and 15.d of the TOR which states:

"15.c: To refer a planning application to the Chairman or, in his absence, the Vice-Chairman of the Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of the application requires consideration before the next ordinary meeting of the Committee

15.d: In consultation with the Chairman or, in his absence, the Vice-Chairman of the Committee, to comment to the local planning authority on planning applications in respect of which the deadline for comments (including any extension of time granted by the local planning authority) expires before the Committee can meet. Comments on the application made by members of the Committee will be taken into consideration by the Clerk or Assistant Clerk prior to making any comment to the local planning authority."

Cllr Goulden proposes that the committee modifies the TOR to reflect as follows:

"15.c: To refer a planning application to the Chairman and the Vice-Chairman of the Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of the application requires consideration before the next ordinary meeting of the Committee.

15.d: In consultation with the Chairman and the Vice-Chairman of the Committee, to comment to the local planning authority on planning applications in respect of which the deadline for comments (including any extension of time granted by the local planning authority) expires before the Committee can meet. Comments on the application made by members of the Committee will be taken into consideration by the Clerk or Assistant Clerk prior to making any comment to the local planning authority. Should agreement not be reached between the Chairman and Vice-Chairman on a comment, the Clerk or Assistant Clerk will act as the tie-breaker, or will facilitate an extraordinary committee meeting."